

**To: Headteachers of
Norfolk Primary schools
cc: First Tranche schools - for information**

Dear Colleague,

**School Workforce Remodelling
Autumn Term 2004: training sessions for Primary Headteachers**

As you will recall, the vast majority of Headteachers attended briefing sessions during the Spring Term and a First Tranche event was held in the Summer Term for Norfolk's self-nominated Primary schools.

Following on from the half day briefing sessions, it is intended to hold 10 x one-day training sessions during the Autumn Term. The programme is currently being developed but one of the main features will be to help schools develop skills in change management in order for them to be able to deal with the various elements of Remodelling. The dates and venues are as follows:-

22 nd September	Easton College, Norwich
28 th September	The Cornwallis Hotel, near Eye
7 th October	Imperial Hotel, Great Yarmouth
12 th October	Lynford Hall Hotel, Thetford
20 th October	The Links, West Runton
2 nd November	George Hotel, Swaffham
10 th November	Wensum Lodge Hotel, Fakenham
16 th November	Easton College, Norwich
24 th November	Dereham Football Club
30 th November	West Norfolk Professional Development Centre

As the maximum number of delegates per session will be limited to 50, please indicate a second choice of venue on the enclosed booking form.

SCHOOL WORKFORCE REMODELLING
AUTUMN TERM 2004
PRIMARY HEADTEACHER UPDATE TRAINING SESSIONS
Booking Form

Name:	
Title:	
School:	
Contact Tel no:	
E-mail:	
Fax:	

Dates: *Please indicate first choice by entering 1 and second choice by entering 2*

- | | | |
|--------------------------|----------------------------|--------------------------------|
| <input type="checkbox"/> | 22 nd September | Easton College, Norwich |
| <input type="checkbox"/> | 28 th September | The Cornwallis Hotel, near Eye |
| <input type="checkbox"/> | 7 th October | Imperial Hotel, Great Yarmouth |
| <input type="checkbox"/> | 12 th October | Lynford Hall Hotel, Thetford |
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| <input type="checkbox"/> | 2 nd November | George Hotel, Swaffham |
| <input type="checkbox"/> | 10 th November | Wensum Lodge Hotel, Fakenham |
| <input type="checkbox"/> | 16 th November | Easton College, Norwich |
| <input type="checkbox"/> | 24 th November | Dereham Football Club |
| <input type="checkbox"/> | 30 th November | West Norfolk PDC |

PLEASE RETURN THIS FORM COMPLETED to Virginia Wakely VIA FAX number: 01603 219050 by 16th JULY at the latest.

CONFIRMATION OF YOUR PLACE AND DETAILS OF THE SESSION/LOCATION MAP WILL THEN BE SENT TO YOU.

Continued overleaf ►

SCHOOL WORKFORCE REMODELLING: FEEDBACK QUESTIONS

In order to help the course providers to more accurately tailor the session(s) to meet the needs of Primary schools, please complete the following feedback questions:

- | | |
|--|----------------|
| 1. The school is part of the Well-Being Programme | Yes/No |
| 2. The school has undertaken Investors in People | Yes/No |
| 3. The school has already managed the 21 workload reduction tasks | Yes/No/In part |
| 4. The school already uses Teaching Assistants to cover absent teachers | Yes/No |
| 5. The school already uses Teaching Assistants to provide PPA time | Yes/No |
| 6. The school has one or more TAs who would like to achieve HLTA status | Yes/No |
| 7. The school is considering using HLTAs as part of the school workforce | Yes/No |

As a Headteacher delegate, please indicate whether you are any of the following:

- | | |
|---------------------------------------|--------|
| A. PRIMARY STRATEGY CONSULTANT LEADER | Yes/No |
| B. REMODELLING CONSULTANT | Yes/No |
| C. SMALL SCHOOL HEAD | Yes/No |

Please outline any particular training/information requirements you may have related to the implementation of the School Workforce Remodelling initiative:

In due course, confirmation of places will be sent to individual delegates and in this connection, it would be very helpful to the course providers, Peter Simmonds and Dudley Whittaker, in order to more accurately tailor the sessions to meet the needs of those attending, if you would kindly complete the feedback questions on the reverse of the booking form.

In the meantime, if you have any queries relating to workforce remodelling, please do not hesitate to contact either Peter Simmonds on 01603 754278 or via e-mail at peter.simmonds@norfolk.gov.uk ; or Virginia Wakely on 01603 638092, or via e-mail at virginia.wakely@norfolk.gov.uk.

Yours sincerely,
Bob Hedley
Personnel Manager (Consultancy)